

Checklist - For Professionalizing an Indiana Administrative License Issued under Basis of Bulletin 192, Bulletin 400 or Rules 46-47 (Administrative License Only)

IN ORDER TO BE ELIGIBLE FOR THE PROFESSIONAL 10-YEAR ELEMENTARY OR SECONDARY ADMINISTRATIVE LICENSE, YOU MUST HAVE A MINIMUM OF 5 YEARS OF BUILDING LEVEL ADMINISTRATIVE EXPERIENCE IN AN ACCREDITED SCHOOL, AND HAVE COMPLETED A TOTAL OF 60 HOURS OF GRADUATE CREDIT HOURS.

- Complete the entire application, [State Form 9331](#).
- Attach a \$35.00 cashier's check or money order (made payable to the State of Indiana) to the application.
- Answer Criminal History questions 1-3. Sign your name verifying that this information and application are accurate.
- Attach the Indiana license, for which the subject area(s) is to be professionalized to the application or complete and attach the Proof of Licensure form, [State Form 47871](#), if you have lost your license.
- Submit official transcripts listing the minimum of 60 graduate semester credits of course work.
- Attach a letter from your Superintendent, on official letterhead, verifying 5 years of experience as a building-level administrator at an accredited school.

Return this checklist with your application. Mail the completed forms to:

Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798